UNDERSTANDING SHARING IN ePORTFOLIO

Viewing items shared with you

There are various ways for you to discover, categorize, follow, and review content shared with you in ePortfolio.

Invites

Invites enable you to promote the content you're sharing with specific people. When you share an item with others, you also have the option to send an invite to those you're sharing your item with from the Sharing Settings dialog.

An invite contains information about who shared the item, when it was shared, what type of item it is, and any description or tags it has. The sender might also include a message letting you know why they shared the item.

When you receive an invite from another user to view an item in their ePortfolio, a notification appears in the Message alerts on the minubar and the invite displays in the Unread Invites area of your dashboard. You might also receive an email informing you of the invite.

Subscriptions

Subscriptions enable you to follow activity on items or from specific people that interest you. You can subscribe to user or item activity from your dashboard, the Explore page, or your invites.

- Subscribe to an item by clicking **Subscribe** in the dropdown menu of the item.

- Subscribe to other users by toggling the ✭ **Subscribe** icon beside their names.
Use the Subscriptions filter on your dashboard to view activity on items or from users you subscribed to. Recent subscription activity also appears in your minibar alerts.

Unsubscribe to items or users by toggling the icon or click Unsubscribe.

Minibar alerts

Alerts on the minibar signal new activity related to your subscriptions and invites.

- The Message alerts display recently received invites.
- The Update alerts display assessments made on items or by people you've subscribed to.
- The Subscription alerts display comments made on items or by people you've subscribed to.

Email and SMS notifications

If you want to receive ePortfolio updates externally, use the Notifications tool located in your personal menu on the minibar to set up the following instant notifications:

- **Feedback added to subscribed items**: Receive updates about comments and assessments made on items or by users you've subscribed to.
- **Another user has subscribed to your updates**: Receive a notification when someone has subscribed to you or one of your items.
- **Feedback added to my items**: Receive updates about comments and assessments made on your items.
Sharing with internal and external users

Use permissions to share ePortfolio items with other users. You can set up separate permissions options for each artifact, collection, reflection, presentation, and learning objective in your ePortfolio so you can pick and choose what content you share with others. You can assign permissions to individual users, sharing groups, groups of users based on course or department enrollment, or the general public through a URL (presentations only). You can choose whether others can see the item, see comments, see assessments, add comments, add assessments, and/or edit the item.

Sharing items with internal users

You can share items with other users in WCU by selecting individual users, all users in a course or group you are enrolled in, or a previously saved sharing group.

Assign permissions for a user or group of users

1. Click 🗓️ Share from the dropdown menu of the item you want to make available to others.
2. Select when you want users to see the item in the Visibility section of the Sharing Setting dialog.
3. Click Add Users and Groups.
4. Browse for the users you want to add. Use the Search for field to narrow your browsing results. Users with cascading roles must perform a search to display results.

5. Click on users or sharing groups in the browse listing to add them to the Selected Users list. Click the ✗ Remove icon beside users or sharing groups you want to remove from the Selected Users list.
6. Select the permissions you want the selected users to have and click Add.

Note: You can adjust permissions for individual users by clicking the 🆓 Edit Permissions icon beside their name in the Sharing List grid.
7. If you want to send an invite to specific users in the Sharing List, select the check boxes beside their names and click Send Invite.

![Presentation Sharing List]

8. Click Close.

Sharing presentations with external users

You can share ePortfolio presentations with people who are not part of WCU such as friends, parents, or potential employers.

You can share presentations with external users in two ways:

- You can make the presentation publicly available to anyone through a URL. When you share a presentation this way people can only view the presentation. They cannot add comments to, add assessments to, or edit the presentation.
- You can send a personal invite to view your presentation via an email and the recipient can follow the attached link to view the presentation. The recipient must set up a username and password, and then they can see and add comments or assessments based on the permissions you gave them. External users cannot edit presentations.

Make a presentation publicly available through a URL

*Note:* If you make a presentation public via URL, the system includes social media icons (Twitter, Google+, and Facebook) at the top of your presentation to enable further sharing.

1. Click 🔗 Share from the dropdown menu of the presentation you want to make available by URL.
2. Select “Anyone with the URL below can access this item” from the presentation's Sharing Settings and click Close. Share the provided URL with others.

![Public Access]
Make a presentation externally available to specific people and assign them permissions

1. Click  Share from the dropdown menu of the presentation you want to make available to external users.
2. Click Add Users and Groups from a presentation's Sharing Settings.
3. Click “Click to share the presentation with an external user”.
4. Enter the External Email Address of the external user you want to send an invite to and click Add.
5. Select the permissions you want the external users to have and click Add. The system automatically notifies external users of their granted permissions.
6. Click Close.

Note: The recipient must follow the link in the invite and set up a username and password to view the presentation. The invite expires after three days (or another amount of time set by your organization).
**Sending invites**

When you send an invite to internal users you are sharing an item with, you have the opportunity to leave them a message about why you are sharing the item and what you’d like them to do with it. Depending on how the user’s preferences are set up, they will receive the message in their email, the Invites area of their dashboard, or an RSS Reader. Recent invites also appear in the Message alerts on the minibar.

1. In the Sharing Settings dialog for an item, send invites to specific users in the Sharing List by selecting the check boxes beside their names, then click Send Invite.
2. Complete the invite and click Send.

Important: If you send an invite to a sharing group that includes all users at your organization or all users in a particular course or department, all of the users in the group will receive the invite. This may be bothersome to users who do not know you.

**Creating quicklinks to ePortfolio items**

Create quicklinks to ePortfolio content in the same way as other quicklinks. However, the person following the link must have that item shared with them. If you want to include quicklinks to ePortfolio items in your course content, ensure your course participants have permission to view the item.

1. Open the HTML Editor.
2. Click \(\text{Insert Quicklink}\).
3. Click ePortfolio Item from the Insert Quicklink dialog.
4. Select whether you want to link to a personal or shared item.
5. Do one of the following:
   - Click on the item you want to link to.
   - Click Options to edit your link title and choose how you want the link to open. Click Insert.
6. Save the HTML file.

Important: If you include a quicklink or an eP item link to an ePortfolio item in a form, reflection, artifact, or presentation, the referenced item does not inherit permissions from the item containing the link. This means that individuals viewing an item from the quicklink or eP item link must also have direct permission to view the referenced item and follow the link; otherwise, they receive an error message letting them know they do not have permission to view the item.

Similarly, if you include a quicklink in an ePortfolio item to a Learning Environment item, such as a content file, individuals can only follow the link if they have permission to view that item; otherwise they receive an error message letting them know they do not have permission to view the item.
### Sharing permission options

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
<th>Available for</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Allows selected users to see your ePortfolio item on the Explore page.</td>
<td>Anyone</td>
</tr>
<tr>
<td>See comments from</td>
<td>Allows selected users to see the comments other users have left on your</td>
<td>Internal users</td>
</tr>
<tr>
<td>others</td>
<td>ePortfolio item.</td>
<td>External user with personal invite</td>
</tr>
<tr>
<td>Add comments</td>
<td>Allows selected users to add comments on your ePortfolio item.</td>
<td>Internal users</td>
</tr>
<tr>
<td></td>
<td></td>
<td>External user with personal invite</td>
</tr>
<tr>
<td>See assessments from</td>
<td>Allows selected users to see rubric assessments other users have left on</td>
<td>Internal users</td>
</tr>
<tr>
<td>others</td>
<td>your ePortfolio item.</td>
<td>External user with personal invite</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Not available for reflections</td>
</tr>
<tr>
<td>Add assessments</td>
<td>Allows selected users to evaluate your ePortfolio item using a rubric.</td>
<td>Internal users</td>
</tr>
<tr>
<td></td>
<td>*Tip Make sure you add the rubric you want evaluators to use on the item’s</td>
<td>External user with personal invite</td>
</tr>
<tr>
<td></td>
<td>Edit page.</td>
<td>*Not available for reflections</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>Allows selected users to make changes to your ePortfolio item.</td>
<td>Internal users</td>
</tr>
<tr>
<td></td>
<td>You can track changes in the item’s Change Log.</td>
<td></td>
</tr>
</tbody>
</table>

*Note: To use the comments and assessments permissions, you must make sure the comments and assessments check boxes are enabled on the item’s Edit page and that a rubric for assessing items has been attached to the item. These check boxes are selected by default, but it is possible to clear them (if you want to temporarily remove the ability to comment on or assess an item), and you can change the default setting so they are not selected on new items.*
UNDERSTANDING CASCADING PERMISSIONS

Items in collections and presentations

When you include an item in a collection or presentation, the item inherits permissions from the collection or presentation (permissions are cascading), with the following exceptions:

- The Add Assessments permission is not inherited because it requires that a rubric be associated with each item.
- The Edit permission is not inherited because it would allow users to make major, possibly unwanted, changes to your ePortfolio. If you want individuals to be able to edit items in a collection or presentation, you must give them the Edit permission on each item individually.

Inherited permissions do not override existing permissions on items. For example, if you give an individual the view, see comments from others, and add comments permissions for a specific item, but only the view permission is set for a collection that contains the item, the individual is able to see and add comments to the item. This is the case regardless of whether it is accessed from the collection or outside the collection.

Items associated with a reflection

When you associate a reflection with another item, the reflection does not inherit permissions from the item, nor does the item inherit permissions from the reflection.

Sharing a reflection associated with an item, only allows users to view the name of the associated item. However, sharing an item associated with a reflection allows users to view the reflection as part of the item.